EQUUS SILVANIA – ASSISTANT HORSE MANAGER

- Employer: Equus Silvania
- Reports to: Tourism Manager Travel Carpathia
- Duration: permanent contract
- Location: Șinca Nouă

TERMS OF REFERENCE

Description of Equus Silvania – Horse Riding and Wilderness Experiences

Located at the foothills of the Transylvanian Carpathians, Equus Silvania is a centre for equestrian and wilderness experiences with a 11-bedroom guesthouse in the South of Transylvania, blending ecotourism, traditional gastronomy, and nature. Equus Silvania is a part of the ecotourism programme of Foundation Conservation Carpathia through its Travel Carpathia Ltd.. and thus, supports the foundation's objectives. Alongside horse riding, guests can enjoy activities like wilderness hiking, wildlife watching, experiencing the rich nature with birds and flowers, and enjoying fine dining in this serene natural setting.

Equus Silvania has a team of horse specialists and guides, stable staff, and hospitality staff for kitchen and cleaning. Travel Carpathia supports Equus Silvania with a team for answering all the booking requests, a marketing team. Foundation Conservation Carpathia, owner of Equus Silvania and Travel Carpathia, provides additional support through its legal, HR, communication, or financial departments.

Main duties and responsibilities

The Assistant Horse Manager assists the Horse Manager in the day-to-day management of Equus Silvania's horse operation, ensuring animal welfare, horse management, high-quality guest experiences, an inviting atmosphere, and smooth tourism operations. and close collaboration with Travel Carpathia and Foundation Conservation Carpathia. The assistant horse manager must be an excellent rider, must be able to control lively and forward going horses in all conditions, and must be able to train young horses.

The horse management team supervises the equestrian guides, works closely with the Location Managers in administrative issues, takes care of guest activities, and assures the values and quality standards of all operations. Equus Silvania praises itself to be the leader of equestrian tourism in Romania and to provide a unique wilderness experience – this claim must be ensured by all team members.

Detailed duties

Guest Experience & Hospitality (in collaboration with the rest of the management team)

- Reception of guests, introduction to activities, booking of specific guest activities
- Assist in invoicing and payments
- Guiding of horse tours, riding lessons (anything from 1 h to 1 week)

- Organise guest activities (bear hide visits, virgin forest excursions, flora & fauna trips etc.)
- Presentation of the foundation, its goals, and objectives to guests

Horse guides

- Onboarding, instructions, and training of new horse guides (riding, lunging, routes, horse care)
- Quality control of guides and backup guides
- Organise tasks for horse guides and check on implementation
- Team building and coordination

Farm staff

- Create weekly task list and check implementation

Office work (in collaboration with the manager)

- Phone and email communication
- Selection and training of new guides
- Social media assistance (pictures, stories)
- Inventory list for Equipment

Horse management (in collaboration with the manager)

- General stable check (food, cleanliness, horse welfare)
- Support in trimming and shoeing
- Treating smaller injuries, vet support
- Training plan + riding plan
- Ride and train horses
- Assist in selection and purchase of horses
- Update of injury, deworming, & vaccination lists
- Maintain tack list

Garden work (optional)

- If you like gardening, you can involve yourself in the maintenance and development of our garden

Job Requirements

Working as a horse manager in any location is much more than a job, it is a lifestyle. Do not apply, if you are not crazy about horses, if you are not a social person, if you don’t mind long hours or if you don’t appreciate wild nature around you.

- University graduates preferable
- Fluent in English (written and spoken), other language skills (Romanian) are of advantage.

- Candidates should be well travelled with various levels of experience.
- Skills in leadership and management
- Strong orientation for solutions and customer satisfaction.
- Results- and impact-oriented, with a focus on problem-solving.
- Good time management skills, well-organised, and responsible.
- Ability to work in a team as well as independently in fulfilling individual tasks.
- Digital skills (PC operation, MS Office, social media platforms).
- High personal ethics, dedication to conservation, and passion for nature.
- Category B driving license, willingness to make a BE license to be able to drive horse trailers.

Benefits

The job comes with a range of benefits in plus to an attractive salary:

- Own room in beautiful, new log cabin
- Food and beverages (food which is also served to guests)
- Private health insurance
- Support from the Travel Carpathia team

To apply, please send a CV and motivation letter to jobs@carpathia.org.